

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814  
(916) 445-7046



March 28, 1983

ALL-COUNTY LETTER NO. 83-28

TO: ALL-COUNTY WELFARE DIRECTORS  
ALL-COUNTY FISCAL OFFICERS  
ALL-COUNTY FOOD STAMP PROGRAM COORDINATORS

SUBJECT: FNS 46 and FNS 250 LIABILITY COLLECTION PROCEDURES

REFERENCE:

The purpose of this letter is to notify counties of new procedures to be used by SDSS to recover county liabilities reported on the FNS-46 Report (ATP RECONCILIATION) and FNS-250 Report (CASH and COUPON LIABILITY). This new procedure is effective April 1, 1983.

Under current procedures, counties report to this Department and to Food and Nutrition Service (FNS), food coupon and ATP overissuance liabilities on monthly FNS-46 and FNS-250 reports. Periodically, FNS submits semiannual liability billings to this Department which reflect the amounts which counties report. The semiannual billings are distributed to the counties where, within 30 days, the counties must: (1) submit payment (via warrant) to FNS for the full billing amount; or, (2) submit payment (via warrant) for a lesser amount with justification for the difference.

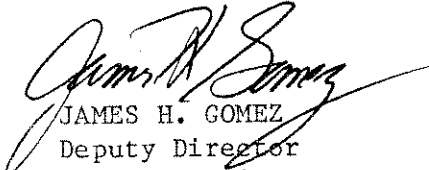
Beginning April 1, 1983 counties are to discontinue the procedure of submitting warrants to FNS for payment of these liabilities. In lieu of direct payment to FNS by warrant, when FNS-46 and FNS-250 liability billings are received by this Department, the liability amounts will be validated against county data reported on the monthly FNS-46 and FNS-250 reports on file at SDSS. If the FNS billing agrees with the data submitted by the county, the County Food Stamp Program Administrative Advance will be adjusted by the amount of the FNS billing. If the billing does not agree with the county reports on file, the county will be contacted in writing by this Department and requested to reconcile the difference within two weeks. If within the two week period the difference is reconciled, an adjustment to the County Food Stamp Program Administrative Advance will reflect the reconciled difference. Otherwise, this Department will adjust the advance by the amount originally billed by FNS.

All liability adjustments to the county advance will be identified as "coupon issuance liability adjustment (FNS-250)" or "ATP overissuance liability adjustment (FNS-46)". Since the Food Coupon and ATP overissuance liabilities are based upon data reported on the FNS-250 and FNS-46 reports it is very important that these reports be accurately prepared and submitted to FNS and SDSS in a timely manner.

Originals of the FNS-46 report must be submitted to this Department's Fiscal Policy and Procedures Bureau, 744 "P" Street, Mail Station 8-100, Sacramento, California 95814. Originals of the FNS-250 report must be submitted to the Food and Nutrition Service, Western Regional Office, 550 Kearny Street, San Francisco, California 94108, with the pink copy to this Department (address above).

Thank you for your continued cooperation.

If you should have any questions regarding this matter please contact Mr. Leighton Lai about the FNS-46 report at (916) 323-0285/ATSS 473-0285, or Mr. Lee Barton about the FNS-250 report at (916) 323-0269/ATSS 473-0269.



JAMES H. GOMEZ  
Deputy Director  
Administration

cc: CWDA  
Carol Fahey - FNS/WRO  
Frank Martin - FNS/WRO